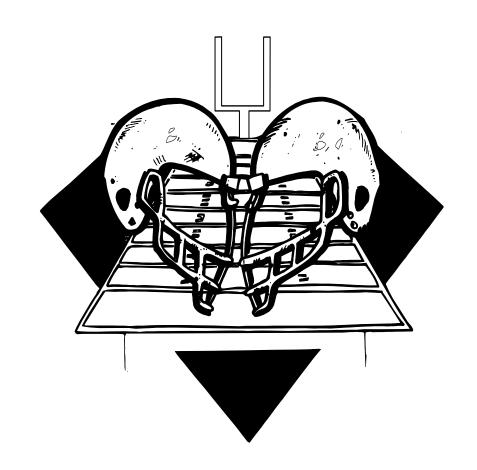
GREENSBORO PARKS & RECREATION DEPARTMENT

YOUTH FOOTBALL



RULES & BY-LAWS 2009

TABLE OF CONTENTS

1.	Philosophy /Purpose	pg 3
2.	Organizational Set-up / Duties	pg 3
3.	Registration Information / Team Rosters	pg 4 - 5
4.	Player Eligibility & Divisions (Pee Wees/Mites)	pg 5
5.	Program Division Qualifications	pg 5 - 6
6.	Weigh Ins /Scales	pg 6 - 7
7.	Equipment / Uniforms	pg 7 - 8
8.	Football Districts / Releases / Hardships	pg 8 - 9
9.	Playing Rules / Game Clock / Mercy Rule	pg 9 – 10
10.	Practices	pg 10 - 11
11.	Playoff Games / Overtime Rule	pg 11 - 12
12.	Conduct / Penalties (Coaches, Bench, Ejections, etc)	pg 13 -14
13.	Protest / Official Decision	pg 14 - 15
14.	General Information (Fees, insurance, standings, etc.)	pg 15
15.	Awards	pg 16
16.	Wellness Tips(heat issues) / Emergency Response Plan In case of Emergency (1st aid, etc)	pg 16 – 18

GREENSBORO PARKS AND RECREATION DEPARTMENT YOUTH FOOTBALL PROGRAM LOCAL RULES AND BY-LAWS REVISED 2009

PHILOSOPHY

The philosophy of the Athletics Section of the Greensboro Parks & Recreation Department is to create a positive environment for youth and adults:

- a) By designing programs that enhance the physical, mental, cultural and social needs of our residents
- b) By teaching life skills, diversity, team work, good sportsmanship and game fundamentals in a safe environment
- c) By stressing fun and educational enhancement as well as enjoyment

PURPOSE

To provide a positive and competitive opportunity for youth ages 7-12 to play tackle football on an organized team in a structured program. Our goal is to emphasize safety, correct fundamental skills, team work, good sportsmanship and fair play. The program is designed for the small players who might otherwise not have the opportunity to participate in other football programs.

ORGANIZATIONAL DUTIES & SET UP

- A. The League Director will be a professional employee of the Parks & Recreation Department and will work under the supervision of the Athletic Director. The Athletic Director and League Director reserves the right to suspend any manager, coach, player or spectator who violates any Departmental Policies as stated in the By-Laws.
- B. The League Directors duties will be to organize, supervise, administer, and schedule all games for the Youth Football Program.
- C. Field Supervisors will be Parks & Recreation Department employees working under the supervision of the League Director. Their duties include, but are not limited to:
 - 1. Conducting pre-game weigh-ins.
 - 2. General supervision of games, fields and spectators.
 - 3. Handling any problems which may arise at the fields.
 - 4. Enforcement of the Rules and By-Laws, City and Department Policies as they relate to the Youth Football Program

PLAYER REGISTRATION – TEAM ROSTERS

- 1. **Player Registration** *LEGAL RESIDENCE IS DEFINED AS THAT LISTED BY THE SCHOOL WHERE THE PLAYER ATTENDS*. All participants must be registered on a Parks & Recreation Department Youth Football Registration Card. These cards constitute the player/team's legality and must be turned in to the League Director's office prior to the team's first game.
- 2. In order to register, parents' are required to show an **original/legible** birth certificate and **P.A.Y.S.** card for verification. These documents will be reviewed by Parks & Recreation staff to determine authenticity. <u>GREEN</u> cards for non-U.S. Citizens will be accepted as proof of age.
- 3. Any player, parent, coach, center supervisor or organization representative believed to have encouraged and/or assisted with the submission of an altered Birth Certificate will be eliminated from the program and must appear before the League Director and the Athletic Staff.
- 4. **Entry Fees** To be determined each year. Due date established each season. Entry fee covers cost of game officials, clock operators, field supervisors, equipment and awards.

5. Team Guidelines: -

- I. In order to have 1 team (ONLY), organizations must have a minimum of <u>17</u> players (enough to fill 1 team). The Pee Wee and Mite Varsity teams must be registered by August 31st or the team will automatically fold.
- II. Organizations must have a minimum of (30) participating player(s) to have a Varsity and Junior Varsity team (15 Varsity & 15 Junior Varsity).
- 6. Parks & Recreation <u>YOUTH FOOTBALL ROSTER</u> form must be used. These forms will be used for both the Varsity and Junior Varsity Programs. If playing Junior Varsity & Varsity, each roster must have a minimum of <u>15</u> players. If not, a team must have a Varsity team only and all players must play in each game.
- 7. Coaches must submit a permanent roster no later than **3:00 p.m.** on the <u>day</u> before their first game -- <u>by Friday</u>, <u>September 11th</u>. All players must be listed. Any additions will be determined by the Parks & Recreation League Director.
- 8. If a team falls below the minimum number for fielding a team, registered players may be added to bring them up to the minimum. These players must meet all registration requirements (birth certificates, PAYS, weight, etc.) and must be added in the League Directors office prior to being allowed to play in a game.
- 9. Any player who is dropped from a team may not be added back to a team unless the team falls below the minimum number of players.

10. One Head Coach (1) and six (6) assistants are allowed on the team sidelines. These coaches must be registered on coaches' roster prior to the beginning of the season. Coaches and team personnel must stay within their team's 20 to 40 yard lines. Coaching will not be allowed from any other site on the field. **Violation – 10 yard penalty**.

PLAYER ELIGIBILITY AND DIVISIONS

- A. **Pee Wee** This is any player who is 7 to 9 years old on or before October 16th of the current year. The <u>maximum</u> weight requirement for this division is 125 pound during weigh in (this includes full equipment** excluding helmet). Player(s) that exceed 125 pounds at anytime are considered ineligible.
- B. **Mite** This is any player who is 10 to 12 years old on or before October 16th of the current year. The <u>maximum</u> weight requirement for this division is 145 pound during weigh in (this includes full equipment** excluding helmet). Player(s) that exceed 145 pounds at anytime are considered ineligible.
- C. If a player is rendered *ineligible*, the player must remove their shoulder pads in the weigh in area. They may keep on their jersey and stand on their team(s) sideline during game time.

**Full equipment is considered during weigh-in to be jersey, pants, shoulder pads, hip pads, thigh pads, tailbone pad, knee pads, shoes and socks. A player not making weight in his age division may play in an older division. At no time will a player be allowed to participate in a younger division.

Any additional clothing is considered part of the player during weigh in.

D. Players are **not** allowed to participate in this youth football program if they are playing organized school football.

PROGRAM DIVISION QUALIFICATIONS

I. Varsity Program

- a. The Varsity Roster must have a minimum of (15) players.
- b. Varsity Roster players cannot participate in Junior Varsity Division games. Once designated as a Varsity player, the player must remain on the Varsity Roster unless coaches and parents' agree that it is in the best interest of player to play at the JV. Once designated, the player must remain on JV. A written request is needed for this to happen.
- c. No maximum limit on Varsity Roster.
- II. **Junior Varsity Program** The Junior Varsity Roster must have a minimum of (15) players.

- a. Junior Varsity players cannot be on the Varsity Roster. Once designated a Junior Varsity player, there is a possibility of being called up to the Varsity Roster. A player's improvement may warrant a call-up to the Varsity level. Once on the Varsity Roster, player must remain on Varsity Roster.
- III. Floaters If a Varsity team drops below the minimum of 15 players, the number of players to get back to the minimum of 15 can be brought up from the Junior Varsity team and <u>only</u> these players will be allowed to participate in both the Varsity and Junior Varsity games. The reason for floaters would be if a Varsity player was injured, quits, drops off due to grades, etc.
 Note: Players brought up must now participate in the Varsity games, but do not have to participate in the Junior Varsity games.

NOTE: JV players may attend Varsity games but cannot be dressed out as a participant. Same goes for Varsity players attending a JV game.

WEIGH INS

- **A.** Official Weigh-Ins Every team member must weigh-in before the start of <u>all</u> games, including play-offs. Coaches should have teams present for weigh-in approximately <u>30</u> minutes prior to game time.
- **B.** The <u>maximum</u> weight requirement for a Pee Wee is 125 pounds and the <u>maximum</u> weight requirement for Mites is 145 pound

<u>NOTE:</u> Coaches will receive a form to list overweight players for each game to keep for their records.

- C. If a Pee Wee is on a team roster and is overweight, and cannot play in his proper age group, he can play up if that organization has a Varsity or Junior Varsity Mite team. The player must be designated to a roster at the beginning of the season.
- **D.** Players must play in uniforms used for weigh-ins. Players will weigh-in without helmets.
- **E.** Players at the field with their team will be allowed to weigh-in until *halftime of first game*.
- **F.** *Players must weigh-in by kick-off for all remaining games*. Each player must officially weigh-in only (1) time before each game. However, players arriving late due to unforeseen circumstances must weigh in to be *eligible* for the game with the approval of the Field Supervisor.
- **G.** Any player found weighing in with under-sized shoulder pads / unsafe equipment will not be permitted to play due to safety reasons. *The center supervisor/organization representative and coaches will be suspended for 2 games and the player is rendered ineligible for play.*

- **H.** Any coach found playing a player that did not weigh-in will be suspended for the remainder of the season.
- **I.** One coach or team representative from each team should be present during pre-game weigh-ins.
- **J.** Any coach found weighing a player under an assumed name will be fined \$50.00 and suspended from the program indefinitely.
- **K.** Upon discovery of an illegal player, a team will forfeit all games played to that point **NO EXCEPTION**.

SCALES

The scales used for weigh-ins will be owned by the Parks & Recreation Department and stored at the concession stands. Scales are professionally adjusted and calibrated each season. No other scales or written documents will be accepted to determine a player's weight for participation in this program.

EQUIPMENT & UNIFORMS

Jerseys -- Jersey numbers <u>ARE</u> required. Once a player has been assigned a number, that player must retain that number throughout the season. Any changes in jersey numbers must be approved by the field supervisor/League Director prior to weigh-in. The permanent roster will be used for weigh-ins for each game. Player must also have the following:

- Players must wear rubber cleats (metal cleats or tips are not allowed).
- GAME ACCESSORIES, Etc.
- 1. Game balls are furnished by the P&R Department. Teams furnish their own practice and warm-up balls.

Pee Wees – Wilson K-2 or comparable.

Mites – Rawlings KRB-P, Rawlings Pro-5 Jr., or Spalding J5J or comparable.

2. Chains and Down Markers will be the same as for High School with 10 yards allotted for a 1st down.

- o The "HOME" team will furnish 3 volunteers who will be responsible for operating the chain and down markers during their game only. Chains and down markers must be returned to the concession stand upon completion of final game.
- o The "GUEST" team will furnish 1-2 volunteers who will be responsible for operating the game clock for JV games only. The game clock during Varsity games will be operated by a Parks & Recreation employee.
- 3. Coaches are responsible for checking player's equipment before each game to make certain they are legal. *Any shoe with attached or screw-on cleats can <u>not</u> have metal or porcelain tips.* Also street shoes or hard heels will not be allowed.

FOOTBALL DISTRICTS

Players registered with the City of Greensboro Parks & Recreation Youth Football Program must play for the team within their geographical district as indicated on the <u>FOOTBALL DISTRICT</u> MAP.

<u>Note</u>: Parks and Recreation staff reserves the right to assign new players to a team outside their district.

RELEASES

Player Releases – Effective for the fall 2009 football season, releases will not be issued. Any releases issued prior to the current season will be honored accordingly. Due to "special" circumstances a career release may granted if player(s) meet the enclosed criteria.

ALL RELEASES WILL BE ELIMINATED BY 2011.

- I. Any Recreation Center or Athletic Association that *knowingly* practices a player or players, who lives outside the Center's or Association's football district and does not have valid documentation, will incur a \$50.00 fine per player. Rulings and /or fines will be judged on an individual basis.
- II. Teams are not to practice or issue equipment to any player outside their district unless that player has existing authorization from the League Director or Athletic Director.
- III. Only **Head Coach**, **Recreation Center Director**, and **Athletic Association President** may take his own son (s) to another district. If a coach gives up his team to let someone else coach in order to get that person's son on his team, the 1st coach must completely leave coaching the team.

- IV. Any release that is being honored applies only to the age division in which the release was given. When a player moves up to the next division, the player is required to return their original district (area which is designated based on the player's address).
- V. Career Releases: A "Career" release is defined as the time that a player must stay with a particular program or organization that encompasses all 3 years in the mite program.
 - a) The following documents must be presented to be eligible for a "career" release.
 - I. Legal release form from 7 year old program. Or we must see some proof that the original release was documented and legal
 - II. Confirmation of DOB
 - III. Registration forms or roster documentation from all three years
 - IV. A fee of \$25.00 for the proposal process
 - V. All information must be submitted to the Parks & Recreation Athletic Department, **501 Yanceyville Street**, **27405**. A final decision will be made by the Parks & Recreation Athletic Director.
 - VI. Once the initial registration period has concluded, no releases will be reviewed or issued.

HARDSHIPS

Parents may appeal to the Athletics Department Board of Directors if they have been assigned to a district unjustly. The "hardship" must be written and submitted to the League Director during the registration period. Any additional hardships must be submitted to the League Director within 7 business day from the conclusion of registration. All written request must be submitted by 5:00pm on the final day.

PLAYING RULES & GAME CLOCK

- A. **Playing Rules** shall be the current High School Federation Rules with the following exceptions:
 - 1. Basically the field length will be from 80 to 85 yards long, 40 to 45 yards wide, with end zones 7 to 10 yards deep.
 - 2. The Varsity Division game clock will be 7 minute periods for Pee Wees and Mites.

- 3. The Junior Varsity Division game clock will be 10 minute quarters with a running clock. The clock will only stop on **time-outs**, **injuries**. **During the** last **2 minutes of the game**, the clock will stop as it does in regulation game.
- 4. Half-time for all divisions will be 10 minutes. This time may be reduced if games are running behind.
- 5. Point after Touchdown
 - A. (1) point awarded for successful run or pass.
 - B. (2) points awarded for successful kick.
- 6. Major Penalty shall be 10 yards due to shorter length of fields.
- 5. Coaches are allowed to go on field for coaching purposes during time-outs.
- 6. A coin toss may take place during weigh-ins
- 7. Kick-offs kick from the **40** yard line -- receive on the **40** yard line.
- 8. Eligible players must play a minimum of 5 plays per half (one or more kick-offs/ kick returns per half only counts as one play).
- 9. There are no overtime periods during the regular season. Overtime periods are allowed during the playoffs see playoff section.

MERCY RULE

1. If a team is ahead by 4 touchdowns (24 points) or more at the beginning of the 4th quarter of a Varsity game, the clock will <u>only</u> stop for time-outs and injuries.

PRACTICES

- I. Pre-season practice days will be Monday, Tuesday, Wednesday and Thursday only. Only exception would be if a team's practice is rained out, then, with permission from the Athletic Office, can a team practice on Friday and/or Saturday.
- **II.** Maximum time for any team to practice during pre-season shall be 8 hours per week.

- III. Maximum practice time during regular season and play-offs is 3 days at a maximum of 4 ½ hours per week. Once game season has started, practices may be held on Fridays.
- **IV.** No practice on Sundays unless a Monday game is scheduled or when permission is granted by League Director.
- **V.** The 1st official practice date will be no earlier than the first Monday in August.
- **VI.** The 1st week of practice will be conditioning only (*Monday*, August 3^{rd}). Helmets and mouthpieces are permissible. No pads until the 2^{nd} week (*Monday*, August 10^{th}).
- **VII.**No unsupervised practices allowed, at least two (2) coaches must be present at each practice.
- VIII. Any coach or organization caught violating the practice rules must appear before League Director and Athletic Staff. The Head Coach may be suspended for the remainder of the season.

PLAY OFF GAMES

At the conclusion of the regular season, a Championship play-off will be conducted to determine a City Champion in each division.

During Play-offs, this may be the only time when Varsity and Junior Varsity players dress out as a team. There will be no required playing time for players during play-offs. Any player that has been moved up for the playoffs is eligible – *only*. *Note:* All roster changes and additions need to be approved in the League Directors office prior to participating in a game.

All Varsity teams will be included in play-offs.

POINT SYSTEM FOR PLAYOFFS

The following point system will be used to determine league positions and play-off berths:

- I. 2 points for a win, 1 point for tie, 0 points for loss.
- II. If 2 teams have same total points, the winner of the game between the 2 teams during the regular season shall be seeded higher.

- III. If 2 teams played to a tie, or did not play each other, then play-off spot will be determined by coin toss.
- IV. If 3 teams have same total points, the team which defeated the other 2 teams involved in tie will be seeded higher. If teams did not play each other or played to a tie, drawing will be held.
- V. A tie for League Championship will be determined using the preceding method. However, instead of drawing, both teams will be declared co-champions.
- VI. There will be no tie games in play-offs. The current High School Federation Football overtime procedures will be used to determine a winner.

OVERTIME RULE (for Playoffs only)

An overtime period is an untimed play after a regulation game has ended with the score tied. During an overtime period each team has an opportunity for an offensive series of downs. However, an overtime period may include one offensive series of downs if the defensive team scores a safety or touchdown.

- o A coin toss will take place in the center of the field. The visiting team(s) captain may be given the opportunity of calling the coin while it is in the air.
- o The winner of the toss will have the option of offense or defense, or direction to go for the first set of downs. If the winner chooses offense or defense, the choice of direction goes to the opposing team.
- The offensive team shall put the ball in play, 1st and goal on the defensive team's 10 yard line. The offensive team will have a series of four downs. If the game is still tied after the 1st series for each team, then they will proceed until the tie is broken. If the team scores that leads off the series; then the 2nd team will have an opportunity to score.
- Each team is given 1 additional time out. Regulation timeouts carry over to overtime period.

CONDUCT, PROTESTS, REVIEW OFFICIAL'S DECISION, CONCERNS

Coaches and game officials are expected to set a good example both on and off the field. Officials are expected to maintain their composure at all times and coaches likewise. Problems will be addressed in a business-like manner away from the heat of the contest, away from impressionable youth, excitable parents and spectators.

CONDUCT

- 1. Any coach, assistant coach, or official reporting to any field possessing or found to be under the influence of alcohol or illegal drugs shall be indefinitely suspended from the program and must appear before the League Director and Athletic Staff.
- 2. Profanity is prohibited at game or practice fields.
- 3. Any coach found giving a player dehydration pills will be suspended from the program. Coaches shall not permit or encourage "sweating down" tactics in order for a player to make weight.
- 4. Head Coaches are responsible for controlling their sideline personnel.
- 5. At no time is any coach, center supervisor or representative to physically jerk a player by the body, equipment, or face mask even if said player is the son or daughter of said coach. The coach will be suspended for 2 games if this violation occurs.

PENALTIES

NOTE: Penalties assessed for unsportsmanlike behavior against a team's sideline are:

HEAD COACH: 1st offense – flag and 10 yard penalty. 2nd offense – flag and 10 yard penalty and/or ejection.

INDIVIDUAL: Same as above. The identified individual must leave the field on the 2nd penalty. The Head Coach is not charged with penalties and does not have to leave.

BENCH: Penalties which occur when the officials cannot identify the individual(s) responsible. The penalties are charged against the Head Coach. The Head Coach is ejected if the 2nd offense occurs.

Anyone ejected from a game must leave the field immediately. This includes the playing field, spectator area, and concession stand. They must be out of sight and sound of the playing field.

I. Coaches or team personnel are not to approach officials in a negative or unsportsmanlike manner after the game.

- II. Officials are not to approach coaches, team personnel or spectators in a negative manner.
- III. Any coach or team personnel ejected and/or written up for misconduct will automatically be suspended for <u>1</u> game. *The coach will have absolutely no contact, communication, or connection with team during the one game suspension (game or practices).* A second offense will result in suspension from the program. The coach must appear before the League Director & Athletics Staff for reinstatement.
- IV. All suspensions are subject to review or protest by the League Director and Athletics Staff. The following must take place:
 - a. The appeal must be written and submitted within 48 hours after receiving notice of suspension.
 - b. There must with a \$20.00 non-refundable appeal fee payable to the League Director's office. 48 hours.
 - c. Decisions reached by the Athletics staff are final with no further appeals.
- V. One Head Coach (1) and six (6) assistants are allowed on the team sidelines. These coaches must be registered on coaches' roster prior to the beginning of the season.
 Coaches and team personnel must stay within their team's 20 to 40 yard lines. Coaching will not be allowed from any other site on the field. <u>Violation 10 yard penalty</u>.
- VI. All spectators must be kept away from the team(s) side of the field. Players, coaches, and team personnel **ONLY** are allowed on the team's side of field.
- VII. Any forfeiture of Varsity or Junior Varsity Games due to coaches' behavior (examples playing overweight players, playing illegal players or bad conduct) will require coach to appear before the Athletics Staff prior to coaching the next game.

PROTESTS

The only protest recognized will be one (1) dealing with a player(s) eligibility.

- 1. Protests must be written and submitted to the League Director's office within 24 hours of incident/notification. The protest should contain as much information as possible regarding the player(s) in question.
- 2. \$20.00 Protest Fee must be filed with each protest.
 - a. Protest upheld the fee is refunded.
 - b. Protest ruled invalid the fee is not returned.

- A. **Review of an Official's Decision** (does not apply to judgment calls). If a coach feels an official has misapplied or misinterpreted a rule, the following procedure should be used (Federation Rule 3):
 - 1. Coach informs the team captain to call a time out and notifies the official that the coach wants a conference to review a decision.
 - Request must be made before ball becomes "live" following ruling in question.
 - 2. Official(s) will meet with coach on his team's sideline and discuss rule.
 - Teams may have water, etc. during this time out.

3. If ruling changes:

- Officials will inform opposing coach.
- Time out is official's time out and not charged to team.

4. If ruling not changed:

- Time out is charged to team.
- If team is out of time outs, delay of game penalty accessed to the team.
- **B.** Recommendations: Concerns and suggestions to help improve the Youth Football Program are welcomed. All written concerns and suggestions will be reviewed by the Athletics Staff during the off season, and recommendations made for approval by the coaches for next year.

GENERAL INFORMATION

- A. **Entry Fees** To be determined each year. Due date established each season. Entry fee covers cost of game officials, clock operators, field super game equipment and awards.
- B. **Insurance** Insurance coverage is <u>not</u> the responsibility of the Parks & Recreation Department. Each player and his parents and/or legal guardians assume personal liability should injury occur.
- C. League standing will be kept by the League Director in P&R office and made available to teams throughout the season.

AWARDS

- 1. Play-offs: Team and individual awards presented to the Champion and runner-up teams in each division (Pee Wee and Mite).
- 2. Sportsmanship Award is given for each division at the conclusion of the season.

WELLNESS TIPS - HEAT PROBLEMS

Remember it is much easier to keep FLUIDS in you, even when you are not thirsty than it is to treat head related problems. *DRINK PLENTY OF WATER* ...

Teams must guard against serious heat problems. The training regimens of any team practicing under high heat and humidity conditions must:

- I. Limit or eliminate laps entirely. Do not assign laps for disciplinary reasons.
- II. Schedule practices for early evening, after the sun is low.
- III. Give the players all the water they want to drink anytime they want it take breaks *every 15 20 minutes -- MANDATORY*.
- IV. Limit or eliminate soft drinks as substitute for water
- V. Players should have drinks with electrolytes
- VI. All coaches need to keep an eye on players and fellow coaches for the slightest sign of heat exhaustion or fatigue

EMERGENCY RESPONSE

Statement of Purpose: Though we attempt to avoid accidents and emergencies by adequate planning and training, as well as maintaining safe facilities and equipment, these situations will inevitably still occur. For that reason, the entire leadership who is involved in all aspects of athletics programming, including professional staff, part-time employees, officials, and volunteers, must have a clear understanding and follow the emergency response plan.

PREVENTION

- All participants must provide completed Medical History forms attached to the roster no later than prior to the first game of each season.
- It is highly recommended that all participants have a pre participation physical examination with a follow-up examination prior to each season.

- All participants must provide signed consent indication that they (or parents of underage) assume all risk for accidental injury.
- Coaches and officials must use common sense when dealing with thunder and lightning and severe storm situations.
- Coaches must have a stocked *first aid kit* at every practice and game. A first aid kit will be provided at all indoor game locations and at sites with concession areas.
- Coaches' first aid kits must carry a copy of *medical history* cards for each player listing contact persons to be called in case of emergency.
- If a player is injured during a game, only the Athletic Staff, officials and coaches will be allowed on the playing field with the injured player. Persons who are available with any type of first aid training (1st responder, athletic trainer, EMT, nurse, or doctor) will be allowed to help the injured person. All other players must go to another area of the playing field/dugout/bench. Spectators will not be allowed on the playing field at anytime during the game.
- Anyone administering 1st aid, especially in dealing with blood/other bodily fluids must wear protective gloves and any other personal protective equipment (PPE) that is available.
- Blank accident forms must be kept with each 1st aid kit. A form must be completed by field/gym supervisors/coaches at the scene for every major emergency and/or accident.
- A telephone must ALWAYS be available at each game site. Coaches are responsible for emergency communications at practices. It is highly recommended that all concession stand operators keep a cell phone on site to make calls during emergency situations. The Athletic staff will ensure that concession areas are open during games.

IN CASE OF EMERGENCY:

For major emergencies follow ALL steps For minor emergencies follow the **BOLD** items **ONLY**

- Assess the injury.
- Activate the medical response plan / emergency action plan.
- Send a "phone runner" to call emergency medical personnel and to call/locate the injured person's parents if under age.
- Administer basic 1st Aid.

- Send another person to direct the arriving emergency medical personnel.
- Prepare the injured person to be transported. DO NOT MOVE THE INJURED PERSON UNTIL EMERGENCY PERSONNEL HAVE ARRIVED OR IF THE SCENE BECOMES UNSAFE.
- Designate someone to go to the hospital with the injured person if parents/spouse/relatives are not available.
- Field /gym supervisors/coaches/staff on duty must interview witnesses and fill out an Accident Report, the report needs to be turned into the *League Director with 24 hours of the accident*.

Emergency Phone # -- 911 (for Rescue, Fire or Police)

<u>Note:</u> The Athletics Section of the Greensboro Parks & Recreation Department has compiled, distributes, and mandated this information to all of the leadership involved in our athletics programming. Each person should be aware that failure to adhere to the information contained herein may leave them open to litigious situations. Signatures that show compliance to this plan have been collected on a separate sheet.

 $U:\label{lem:control} U:\label{lem:control} U:\label{lem:control} U:\label{lem:control} U:\label{lem:control} U:\label{lem:control} U:\label{lem:control} U:\label{lem:control} U:\label{lem:control$